

POSITION: TRANSLATOR (INFORMATION ASSISTANT)

BASIC FUNCTION OF POSITION

The responsibilities for the position will include translation services from English to Burmese and Burmese to English to assist in social media outreach and media translation and analysis. Additionally, this position will take on a substantial role in speech transcription for archival purposes. This role will assist the rest of the team with press support for the embassy when not doing the previously mentioned tasks.

MAJOR DUTIES AND RESPONSIBILITIES

Translation of Facebook postings from English to Burmese and Burmese to English: (45%)

One of this position's primary responsibilities will be to translate Facebook postings from English into Burmese. In some cases, the position will also draft postings in English and Burmese. The position will be responsible for translating Facebook comments and postings in Burmese into English for use in regular social media round-ups shared with senior staff and other sections of the Mission.

Translation of articles in the press from Burmese to English:------(15%)

This position will help other Press Team members with translation of articles from English to Burmese to share with senior staff and other sections on an as needed basis.

Transcriptions of Embassy officials' speeches from audio to written text: (20%)

This position will be responsible for overseeing transcription of speeches or remarks given by Mission leadership.

Press Team Support------(10%)

In addition to other responsibilities, this position supports the press team with other of other press team duties including local press analysis and support of press components of embassy events.

Filing and Record Keeping: -----(10%)

File and archive all projects and translations, working with the website coordinator to make sure transcripts are posted on the website in a timely fashion